



FACILITIES/LOGISTICS TECHNICIAN

Definition:

Under supervision, performs a variety of minor maintenance and repair of District facilities, coordinates maintenance and repair of various buildings and equipment, ordering, receiving, storing, distributing and conducting inventory of facility equipment and supplies; performs other related duties as required.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possess and maintain a valid California Class C Driver's License. Possession of a valid California Commercial Class B Driver License, with all applicable endorsements (i.e. air brake and tanker endorsements), is required within six (6) months of appointment.
- Possess a high school diploma, G.E.D. equivalency, or a high school proficiency certificate.

Desirable Qualification:

- Possess a valid California class B driver's license at time of appointment.

Typical Duties: (may include, but are not limited to, the following)

- Perform routine maintenance and repairs to facilities, (e.g., carpentry, minor electrical repairs, plumbing, and other related activities).
- Prioritize repair and maintenance work orders; performs, schedules, or coordinate general repairs or maintenance as needed.
- Plan and coordinate schedules for preventative maintenance on equipment, machinery, tools, and facilities.

- Perform routine manual tasks as requested, such as assembling furniture or equipment, hanging pictures or shelves, changing light bulbs, etc.
- Maintain work records and logs and prepare activity reports as required.
- Utilize a computer calendar to be notified of reoccurring or annual maintenance tasks; access computerized maintenance management system to track work orders.
- Order, receive, stock and issue parts and supplies; verify incoming shipments for appropriate quantity and quality.
- Inventory materials, parts, and supplies; report replacement needs; establish minimum/maximum stock levels and monitor stock levels based on usage and lead time.
- Maintain files; compile records of supply transactions; input and receive data; prepare quarterly and yearly performance reports.
- Provide follow-up on all orders to ensure delivery schedules are met.
- Drive fire apparatus as necessary to deliver equipment.
- Perform related duties as assigned.

Ability to:

- Plan, coordinate, and prioritize preventive maintenance activities.
- Perform minor maintenance and repairs (e.g., welding, plumbing, and electrical).
- Use a variety of hand and power tools.
- Perform basic facilities maintenance.
- Estimate preventive maintenance costs.
- Make recommendations regarding facilities operation and budget.
- Prepare and maintain accurate reports and records using common computer programs including Word and Excel.
- Maintain accurate inventory and purchasing records.
- Receive, stock, and deliver inventory.
- Identify basic automotive parts.
- Work on multiple tasks and projects simultaneously.
- Operate a variety of office equipment.
- Communicate clearly and concisely, both verbally and in writing.
- Understand and follow verbal and written instructions.

- Establish and maintain effective working relationships.
- Safely operate District vehicles, including fire apparatus.

Working Conditions/Physical Demands:

While performing the duties of this job, the employee may be exposed to noise, dust, flammable and combustible materials, and inclement weather. Work involves physical exertion, including lifting up to 75 pounds, stooping, reaching, and climbing.

Disaster Service Worker:

All Central Fire District of Santa Cruz County employees are designated Disaster Service Workers through state and local law. Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Unforeseen Overtime and Unusual Hours:

Due to the emergency nature of the fire service, employees of the Fire District are occasionally required to work extended hours, be called in for overtime, or have adjustments in their regular schedule to accomplish the goals of the District during emergency operations.